

# KELMS Newsletter

February 2015

Volume 1, Issue 2



Kentucky Enterprise  
Learning Management System

The KELMS Newsletter will be used by the **Kentucky Enterprise Learning Management System** communication team to disseminate information to agency users on the changes coming with implementation of the new system. For more information you can go to the [KELMS](#) webpage.

## Project Overview

The success of any project starts first with strong sponsorship. For the KELMS project, Deputy Secretary Steve Rucker (Finance and Administration Cabinet) and Secretary Tim Longmeyer (Personnel) are serving as Co-Executive Sponsors. Janet Lile (COT/Finance) and Wes Swarner (GSC) lead the project on a day-to-day operational level as Co-Project Sponsors.

The Commonwealth has contracted with two companies to assist with implementation: **SumTotal** – a Software as a Service (SaaS) provider responsible for configuring, loading, and hosting KELMS; and **The Solarity Group** – a project management training and consulting firm responsible for designing the KELMS Governance Model and providing integrated project management services.

The scope of the KELMS project is to roll out the solution to the Governmental Services Center and Kentucky Transportation Cabinet, and to develop a master roll out plan to phase in all other agencies. The project delivery approach is by “workstream” which allows teams to work in parallel toward a common goal. The KELMS Workstreams are:

- Governance
- Data Migration
- SumTotal LMS Configuration
- Testing
- Implementation Training

## KELMS Governance

Business Dictionary defines governance as the “establishment of policies, and continuous monitoring of their proper implementation, by the members of the governing body of an organization.” There will be a KELMS Governance body made up of members from each of the Executive Branch Cabinets that will utilize the KELMS system. The purpose of the Governance body will be to:



- Provide leadership, guidance and decision making on major issues affecting the implementation and ongoing function of the Kentucky Enterprise Learning Management System (KELMS) within Kentucky state government.
- Provide a forum for the discussion and sharing of information in order to review, update, prioritize and/or create statewide training and/or learning management services, as well as provide guidelines, processes and best practices of KELMS.

The KELMS Governance will include a charter. When a final version is approved by the Planning Teams and the Executive Sponsors, the charter will serve as the primary reference for how Governance for KELMS will be conducted.

### Inside This Edition

|   |   |
|---|---|
| Project Overview .....                    | 1 |
| KELMS Governance .....                    | 1 |
| Data Migration.....                       | 2 |
| SumTotal LMS Configuration .....          | 2 |
| Testing .....                             | 2 |
| Implementation Training.....              | 3 |
| Agency Training Liaison Information ..... | 3 |

Led by Sharon Marcum and Nancy Ward (Solarity), a Governance Planning Team has been established representing all of the agencies and the team's efforts kicked off in early December. Key to the success is the Governance Core Team which is doing the "heavy lifting" developing the components of what will eventually be the KELMS Governance Model and Process.

The Governance Core Team includes:

- Tim Anderson – Transportation Cabinet
- Glen Boles - Justice & Public Safety, Department for Juvenile Justice
- Cassidy Connell – Energy & Environment, Labor, Public Protection Cabinets
- Kathy Hutcherson – Personnel Cabinet, Governmental Services Center
- Sarah Kaufman – Cabinet for Health & Family Services
- Priscilla McCowan – Education & Workforce Cabinet
- Kim Mitchell – Finance & Administration Cabinet
- Julie Pope – General Government, Department for Military Affairs
- Kelly Tharpe – Education & Workforce Cabinet, Workforce Investment
- Glenn Thomas – Finance & Administration Cabinet, Commonwealth Office of Technology

---

## Data Migration

Led by Janet Lile (COT/Finance), the Data Migration Workstream Team is made up of technical subject matter experts focusing not only on what data will be moved to the new system, but how security, access, and sign-on will be handled.

Activities are underway to develop and test the loading of 'active' employees from the Kentucky Human Resource Information System (KHRIS) to KELMS. This will represent the majority of the KELMS user community. The team is evaluating alternatives for how users will sign-on to the new system.

Upon recommendation of the KELMS Data Migration team and acceptance by the Governance Core Team, the learning content from Pathlore will not be migrated to the new system. Users will be able to request reports from Pathlore (like they do today) to obtain past learning records.

---

## SumTotal LMS Configuration

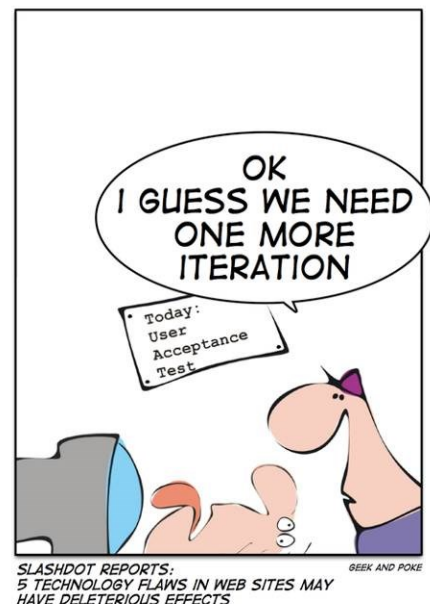
Configuring the SumTotal Learning Management System involves setting up the system with the attributes unique to the Commonwealth. The SumTotal Engagement Manager, John Rapkowicz, is leading these efforts. Since the Configuration Workshop held in mid-December, team members have worked together to finalize the Configuration Decision Worksheet which is being used by SumTotal to set-up an area on their Staging Database where we will conduct testing and implementation training.

---

## Testing

Gary Buchholz (KYTC) is leading the Testing Workstream. Testing of our new solution will be from angles Technical Testing, and User Acceptance Testing (UAT).

Activities officially got underway last month with an Orientation Meeting for the UAT Testers. During the meeting, attendees were educated on how to write test scripts in the form of user stories. Over the next few weeks, the UAT Testers will be writing test scripts / user stories based on the various roles in the system. The Technical Testing Team is expected to be brought on board in the next couple of weeks.



## Implementation Training

The Implementation Training Workstream is focused on developing materials and then using those materials to train users on how to perform the various roles within the system including: Training Coordinators, Instructors, Managers, and Learners. The current plan is for Training Coordinators and Instructors to be trained before “go live”. Managers and Learners will be trained after “go live”, by agency, based on what is outlined in the Master Implementation (Roll Out) Plan.

Wes Swarner (GSC) leads this workstream. Training Materials Developers are currently being brought onboard and will be very busy over the next several weeks.

---

## Agency Training Liaison Activity Information

On January 21<sup>st</sup>, an email was distributed to all Pathlore users to identify agency training facilities across the Commonwealth. GSC was pleased with the quick response in returning this information. KELMS has now been updated with your agency facility information. This alone will be a great time saver when creating your classes in KELMS.

On February 6, another email was distributed to agency training liaisons providing a description of the new roles & responsibilities within KELMS. Liaisons were also provided a list of the current Pathlore users within their agency and asked to respond, based on their current duties, with the roles and responsibilities each should have in KELMS. This information will be used to set up user access to the system. The information obtained will also be used to determine attendance in the appropriate training classes.



Many have been asking about training and roll out dates. Make no mistake, the most important phase of the KELMS implementation will be end-user training. To put things in perspective, over 5,000 users will require training during the initial roll out. Planning for end user training has been ongoing since December with course materials development beginning this month. Registration for end-user training is tentatively set to begin in March. KELMS training will be offered to end-users through Computer Based Training (CBT) as well as Instructor Led Training (ILT).

GSC will be contacting agency training liaisons in the near future to obtain the following information:

- training your Cabinet/Department is currently offering that you will need to enter and track in KELMS
- agency specific training letters and certificates that may need to be created
- agency specific KELMS reporting needs

“Frequently Asked Questions” and “KELMS Glossary” documents have been added to the KELMS webpage:  
<https://gsc.personnel.ky.gov/Pages/TrainingKELMS.aspx>